File Layout Detail

Record Type 1 – Employer Summary Record
Include one Type 1 record for each employer in the file. A Type 1 record contains summary data about the employer for all <u>contributing</u> employees. This record must cover the entire reporting period. Do not include non-contributing information within the summary data. All fields are required.

Record Type 2 – Employee Details Record
Include one Type 2 record for each contributing employee and non-contributing employee being reported to MPERA. A Type 2 record contains general data about each employee being reported. All fields are required.

Record Type 3 – Employee Earnings Record
Every Type 2 record is immediately followed by a Type 3 record to report earnings, contributions, and service purchase payments. All fields are required except the SERVICE PURCHASE AMOUNT and TYPE fields. Use the SERVICE PURCHASE AMOUNT and TYPE fields **only** if the employee is purchasing service. If the employee is non-contributing, enter zero for the contribution amount.

Table 1 describes the specific data format for each record type. The table includes the following items:
- Field Description including any edit criteria associated with the field
- Type: Whether the data is alphanumeric or numeric
  - **Alphanumeric** (A/N) fields are left justified within a field and contain alphabetic or number characters, or spaces.
  - **Numeric** (N) fields are right justified within a field and contain only the digits 0-9. Numeric fields cannot contain spaces. For example, to enter seven in a two-digit numeric field, you must enter "07" not " 7".
- Size: field length
- Position: Position number of the first character in the field

Record Type 1 – Employer Summary Record			
Field Description	**Type**	**Size**	**Position**
Record Type – always "1". Must be the first record in the file.	N	1	1
Retirement System Number	N	2	2
Employer Number	A/N	6	4
Payroll Report Period	N	6	10
Count of <u>Contributing</u> Employees Reported	N	5	16
Total Earnings Reported – implied decimal, 7 positions before and 2 after the decimal	N	9	21
Total Hours Reported – implied decimal, 7 positions before and 2 after the decimal	N	9	30
Total Member Contributions Reported – implied decimal, 7 positions before and 2 after the decimal	N	9	39
Total Member service Purchase Contributions Reported – implied decimal, 7 positions before and 2 after the decimal	N	9	48
Total Employer Contributions Reported – implied decimal, 7 positions before and 2 after the decimal	N	9	57
Total Membership Fee Reported – Not used after 12/99 (populate with "0000000")	N	7	66
Total Penalty Reported – implied decimal, 5 positions before and 2 after the decimal	N	7	73

Record Type 2 – Employee Detail Record			
Field Description	**Type**	**Size**	**Position**
Record Type – always "2"	N	1	1
Member Social Security Number	N	9	2
Member Last Name	A/N	22	11
Member First Name	A/N	17	33
Member Middle Initial	A/N	1	50
Hours – implied decimal, 5 positions before and 2 after the decimal	N	7	51
Hourly Rate – implied decimal, 5 positions before and 2 after the decimal	N	7	58
Hire Date (YYYYMMDD)*	N	8	65

Termination Indicator
    Y – Yes
    N – No
	A/N	1	73

Part Time Indicator
    Y – Yes (Part time: <160 hours per months/12 months per year)
    N – No (Full Time: >= 160 hours per month/12 mo. Per year)
	A/N	1	74

Seasonal Indicator
    P – Permanent Contributing Member
    S – Seasonal Contributing Member
    T – Temporary Contributing Member
    N – Non-contributing Employee (invalid once changes to the file is complete)
 	
    <u>New Non-Contributing Values</u>
        http://mpera.mt.gov/docs/NCNTRBValues.pdf
	A/N	4	75 (left justified)

*The Hire Date is defined as the date the employee first started work with the MPERA contracted employer

Record Type 3 - Employee Earnings Record			
Field Description	**Type**	**Size**	**Position**
Record Type – always "3"	N	1	1
Earnings for Period – implied decimal, 7 positions before and 2 after the decimal	N	9	2
Member Contribution – implied decimal, 5 positions before and 2 after the decimal	N	7	11
Member Additional Contribution – Zero Filled	N	7	18
Service Purchase Type 1	N	3	25
Service Purchase Amount 1 - 5 positions before and 2 after the decimal	N	7	28
Service Purchase Type 2	N	3	35
Service Purchase Amount 2 - 5 positions before and 2 after the decimal	N	7	38
Service Purchase Type 3	N	3	45
Service Purchase Amount 3 - 5 positions before and 2 after the decimal	N	7	48
Service Purchase Type 4	N	3	55
Service Purchase Amount 4 - 5 positions before and 2 after the decimal	N	7	58
Service Purchase Type 5	N	3	65
Service Purchase Amount 5 - 5 positions before and 2 after the decimal	N	7	68

Example File

Below is an example payroll file. The example contains 2 Type 1 Records. The first employer has 4 employees, 1 of which is contributing and 3 that are non-contributing. The contributing employee is reported twice since they work in multiple positions at different hourly rates. The second employer has 4 employees, 1 contributing and 3 non-contributing. This employer is included in the example to clearly illustrate how multiple employers can be reported in one file. Note that the summary totals in the Type 1 Record do not include the counts and summaries of non-contributing data.

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          10        20        30        40        50        60        70        80
----+----|----+----|----+----|----+----|----+----|----+----|----+----|----+----|----+
101CO9999200806000020001500000000150000000195350000158000000205050000000000000000
2999999999LASTNAME            FIRST            M00080000001100199911108NNP
30000800000000873800000000099900100000000000000000000000000000000000000
2999999999LASTNAME            FIRST            M00070000001000197502048NNP
30000700000010797000000008880050000000000000000000000000000000000000000
2777777777LASTNAME3           FNAME            R00160000001000200802298NNOPEO
30001600000000000000000000000000000000000000000000000000000000000000000
2666666666LASTNAME4           FINAME           D00150000001000200802298NNWR
30001500000000000000000000000000000000000000000000000000000000000000000
2555555555LASTNAME5           FIRNAME          L00140000001000200802298NNEPCC
30001400000000000000000000000000000000000000000000000000000000000000000
101SR8882008060000100008000000000800000001079700001500000001010100000000000000
2333333333LASTNAME7           FIRSTNAME          00080000001000197502048NNP
30001564800010797000000000000000000000000000000000000000000000000000032404
2222222222LASTNAME8           FNAME            R00195000001000200802298NNOPEO
30001316250000000000000000000000000000000000000000000000000000000000000
2111111111LASTNAME9           FINAME           D00195000001000200802298NNWR
30001316250000000000000000000000000000000000000000000000000000000000000
2123456789LASTNAME10          FIRNAME          L00195000001000200802298NNEPCC
30001316250000000000000000000000000000000000000000000000000000000000000
```